



# Human Resources Office



## Links:

**Defense Travel System**  
[www.defensetravel.osd.mil](http://www.defensetravel.osd.mil)

**Thrift Savings Plan**  
[www.tsp.gov](http://www.tsp.gov)

**Benefits**  
[www.opm.gov](http://www.opm.gov)

**Workers Compensation**  
[www.cpms.osd.mil/icuc/EDI.aspx](http://www.cpms.osd.mil/icuc/EDI.aspx)

**Iowa National Guard**  
[www.iowanationalguard.com](http://www.iowanationalguard.com)

**My Biz/My Workplace**  
<https://compo.dcpds.cpms.osd.mil>

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**Joint Forces Headquarters (JFHQ)**  
**7105 NW 70th Avenue**  
**Johnston, IA 50131-1824**

- *Our office provides guidance, information and services concerning human resource policy and manpower management support services as they relate to AGR, Technicians, ADOS, and State employees.*

## **Human Resources Website:**

<http://www.iowanationalguard.com/HRO/HRODefault.htm>

## **On our Website:**

- Official Job Site for the Iowa National Guard (Tech, AGR, ADOS & State)
- Detailed information of each HRO section including duties, responsibilities, special links, and contact information



## **Sexual Assault Prevention & Response Program**

- Sexual Assault (SA) is a crime. Being assaulted alters one's life course. When our soldiers and airmen have been sexually assaulted, the trauma shatters their illusion of control, alters their belief system, and strains the ties that connect them with unit members. Rape is largely a planned, premeditated crime. Rape by someone known to the victim is often more traumatic than stranger rape and destroys a Guard member's belief in our battle buddy and wingman programs. Rape is a sick act, committed by sane people. Sexual assault directly affects cohesiveness, readiness and retention.
- April is Sexual Assault awareness month; we all must start now to eliminate SA in our ranks. For complete confidential reporting, victims must report the assault to a Sexual Assault Response Coordinator (SARC), Victim Advocate (VA), Healthcare Provider or a Chaplain.
- **Army & Air State Coordinator:** Cathy Luther  
515-252-4405: [catherine.luther@us.army.mil](mailto:catherine.luther@us.army.mil)
- **132nd FW Des Moines SARC:** 515-256-8203: [james.freese@ang.af.mil](mailto:james.freese@ang.af.mil)
- **133rd Test Squadron Fort Dodge SARC:** 515-574-3215:  
[rikki.goshorn@iasiou.af.mil](mailto:rikki.goshorn@iasiou.af.mil)
- **185th ARW Sioux City SARC:** 712-233-0809:  
[stephanie.samenuis@iasiou.af.mil](mailto:stephanie.samenuis@iasiou.af.mil)

### **AGR POC's**

LTC Rickey Ely  
(515) 252-4454

SGM Bonnie Schott  
(515) 252-4678

SFC Melissa Brumley  
(515) 252-4188

SFC Keith Lord  
(515) 252-4276

SSG Eliasia Deojay  
(515) 252-4679

SSG Brandon Laubscher  
(515) 252-4751



### **AGR Duties (Air & Army)**

- AGR Policy
- Performance
- Position Management
- Staffing
- Hiring Packets

## **Active Guard/Reserve (AGR)**

### **The Paternity Leave Policy Memo (Air & Army):**

This policy memo has been implemented to inform AGR Service Members about the guidance for paternity leave authorized by the recent change to law contained in the 2009 National Defense Authorization Act.

### **Information for Army Personnel**

#### **MSC's:**

Organizations need to ensure all organizational State Orders are published to reflect the state's current force structure. NGB is starting the TY10 voucher process with HRO. A critical step in the voucher process is ensuring your unit orders are up to date with the appropriate number of personnel and unit location.

#### **New Policy letters posted in HRO public folders:**

[\\ia\folders\Public\\_Folders\Directorates\HRO\Policy\\_Memos](#)

#### **AGR Announcements:**

AGR announcements will have a new look. Our purpose is to clarify Iowa procedures on AGR Application processing by ensuring applicants understand what documents must be submitted for consideration of an AGR position. EFFECTIVE IMMEDIATELY AGR APPLICATIONS WILL NO LONGER HAVE A GRACE DAY.

#### **DA31 Leave Request:**

Please pay attention to common mistakes on the form:

- Not changing date from 2008 to 2009
- Paternity leave mark other in block 7 then in remarks type paternity leave
- Dates in block 10a and 10b don't match those in 14a and 16a
- Block 9a not filled out
- Control numbers not requested before leave is taken
- Leave received more than 30 days after leave is taken (should be turned in at a minimum of weekly)
- Sending in the same leave form more than once (e-mailed, mailed, brought in)
- Leave slips not signed (especially block 12)

#### **Profiles:**

It is the Soldiers responsibility to submit their request to HRO for a permanent profile. Soldiers requiring a permanent profile need to contact SFC Keith Lord 515-252-4276. Soldier must provide supporting documentation needed for submission to Ft Leonard Wood.

### **ADOS Manager**

CW5 Danny Rude  
(515) 252-4514

### **ADOS Section Duties**

- ADOS Policy
- Advertising & Staffing
- ADOS Medical
- Separations
- Hiring Packets



### **Development POC's**

Cindy Ludemann  
(515) 252-4453

SSgt Patty Escobar  
(515) 252-4331

### **Development/ Performance Duties**

- Supervisory Training
- Performance Standards
- Technician Awards
- Employee Education
- Travel orders (DTS)
- Training Requests

### **Staffing POC's**

Linda Neideen  
(515) 252-4644

2LT Stacey Lampe  
(515) 252-4452

MSgt Deb Donald  
(515) 252-4665

### **Staffing Duties**

- Recruitment & Placement
- Technician Pay Setting
- Technician Announcements
- Reduction in Force/  
Reorganization

## **Active Duty Operational Support (ADOS)- Army**

**ADOS Separations** – When ADOS soldiers separate from status there are two items that need to be accomplished.

a. Leave that has been accumulated during the current ADOS tour orders must be used before being separated. If not, orders will not be extended to use leave

b. DD Form 1351-2 must be completed and submitted through the ADOS Manager, or unit of assignment, to USPFO for your period of ADOS assignment

\*The semi-annual APFT is around the corner. Most of you should have received an e-mail from me indicating that you need to submit a DA Form 705 to this office for your Spring APFT. Suspense date is 15 Jun 09.

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## **Development/Performance**

### **Change to Technician Probationary/Trial Period Notification**

Effective 15 Mar 09, notification for retention of technician employees beyond their Probationary/Trial Period changes to an automated process.

Instructions will be provided via e-mail to the supervisors for completing this process in 'My Workplace'. My workplace instructions are found at:

<http://www.iowanationalguard.com/HRO/Documents/InstructionsMybiz.pdf>.

POC for Probationary/Trial Period guidance is Ms. Cindy Ludemann, Ext 4453. POC for My Workplace is CMSgt Kaldenberg, Ext 4605 or TSgt Minarich, Ext 4682.

### **Technician Training - FY 09 (Army Only)**

Please submit technician training requests (SF 182) for the rest of FY 09 as soon as possible. We must obligate the money to ensure it will be available.

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## **Staffing Section**

### **Application Information**

\*USA JOBS Website for all of our Technician Announcements:

<http://www.usajobs.opm.gov/>

\*Iowa National Guard Website Staffing Folder (**Army Only**):

[\\ia\\folders\\Public\\_Folders\\Directorates\\HRO\\](\\ia\\folders\\Public_Folders\\Directorates\\HRO\\)

\*Get in IANET, under Special Links click the "Job Announcements" link, a new window will pop up. Open the "Job Listing (current week)" word document

**(Army Only).**

[\\ia\\folders\\Public\\_Folders\\Directorates\\HRO\\Job\\_Announcements](\\ia\\folders\\Public_Folders\\Directorates\\HRO\\Job_Announcements)

## **Employee Relations**

### **Extended FEGLI benefits for deployed technicians now available!**

- Public Law 110-181, the Department of Homeland Security Appropriations Act was enacted January 28, 2008. Section 1102 of the Act authorizes the continuation of FEGLI coverage for up to 24 months for Federal employees called to active duty.
- The new law allows employees who enter on active duty, or active duty for training in one of the uniformed services for ***more than 30 days***, to continue their FEGLI enrollment for an additional 12 months (the first 12 months are free), for a total of up to 24 months. Employees electing to continue their FEGLI enrollment for an additional 12 months must pay both the employee and agency share of the premium. HRO-ERS will notify you if this is an option for you in the future.

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### **5 Days of Excused Absence for Employees Returning from Contin- gencies (Presidential Admin Leave) extended!**

- To continue support for Federal Employees who continue to serve in the GWOT, OPM issued CPM 2008-12 "Update on Excused Absence for Employees Returning from Active Military Duty" on August 6, 2008, which was published to provide a broader interpretation of the President's memorandum to authorize agencies to provide an additional 5 days of excused absence each time a Federal Employee returns from active duty related to GWOT.
- In order to receive 5 days of excused absence, member must spend at least 42 consecutive days on active duty in support of the GWOT.
- Employees are entitled to 5 days of excused absence only once in a 12-month period. A new 12 month period begins after the first day of excused absence and ends 365 days later.
- If the employee had already returned to Federal Civilian service prior to the issuance of the Presidential memorandum on November 14, 2003, or was not granted the 5 days of excused absence for a second or subsequent period of active duty outside the original 12-month period, he or she may schedule the 5 days of excused absence at a time mutually agreeable to the employee and the agency.
- Technician supervisors are charged with ensuring the proper use of this leave, any questions or clarifications please contact the Employee Relations Section of the Human Resource Office.

### **Employee Relations POC's**

CMSgt Angie Vos  
(515) 252-4455

A-M Technicians:  
SSG Sherry A. Meyer  
(515) 252-4681

N-Z Technicians:  
SGT Shelly Givan  
(515) 252-4289

In-Processing POC:  
Ms. Rebecca Case  
(515) 252-4456



### **Employee Relations Duties**

- Retirements
- Insurance/Benefits
- Leave
- Thrift Savings Plan
- New Employee Orientations
- Workers Compensation

## **Employee Relations Cont..**

### **Technician Employees Now Have Access to our Retirement Calculator!**

Go to: <https://frb.econsys.com/frbweb> to access Federal Retirements Benefits (FRB). To log on, use the following format:

First two letters are IA, then the first five letters of your last name, initial of first name, then last four of your social security number.

Ex: IA- - - - - /- /- - - or IAGIVANS4456

Password: none (the word none spelled out)

Once you have successfully logged in, your next step should be to utilize the tutorial. It is very helpful and will walk you through the program.

FRB is an online retirement calculator available to all employees to run “what if” retirement calculations.

\*If you have any questions or if you find that your service history has not been updated in the system, please call the Employee Relations Section of the HRO at 252-4455, 252-4289, 252-4681, 252-4456.

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## **Classification**

### **Position Description:**

Every technician employee should have a copy of their position description. If you require a copy of a position description, please give us a call – we can help you.

### **Position Management (for supervisors):**

If you have a position already advertised and you suddenly desire to make a change, such as changing to a different position, please contact Classification. We manage positions in the automated personnel system and maintain the manning documents. We will let you know if the position is appropriate and can be supported in your organization.

### **Position Hierarchy (for supervisors):**

Reference My Workplace .... Please contact us if you are not able to “see” the individuals you supervise. We will make the appropriate changes to the position hierarchy.



### **Employee Relations Upcoming Training**

#### **May 12, 2009:**

Pre-Retirement Seminar

#### **June 15, 2009:**

New Employee Orientation  
Training

#### **September 16, 2009:**

Mid-Career Counseling



### **Classification POC's**

Marcia Eggers  
(515) 252-4371

Becky Young  
(515) 252-4677

### **Classification Duties**

- Manning/Allocation
- Federal Wage Surveys
- Position Management
- EDP/HDP issues
- Manning Documents



# **Information Systems**

## **My Biz & My Workplace Information**

\*Website: <https://compo.dcpds.cpms.osd.mil>

The Homepage will appear. Under MY BIZ you can either go to MY INFORMATION, UPDATE MY INFORMATION, or NSPS Appraisals (MY BIZ)—we are not using the appraisal area at this time.

**MY Biz**- There are a number of benefits in utilizing the features of My Biz. It is very important to ensure your work e-mail address is up to date in order to receive key information on upcoming initiatives such as open season announcements for FEGLI, FEHB, and TSP. We highly encourage all technicians to go into My Biz to input/correct your work e-mail.

Not only can you review your technician record in My Biz, you can also view your SF50s, now known as the Notification of Personnel Action. All technicians should be viewing/printing their NPAs (Notification of Personnel Action) under the My Information/Personnel Actions tab.

**My Workplace**- MY Workplace is for all supervisors who supervise technicians only. Please ensure that you are able to access My Workplace and are able to view your employees and positions. The supervisor can also view their own personal information as well.

### **My Information is for viewing info only & printing SF50s**

(POC for the different tabs are listed also)

- Position information (current/historical)-Classification
- Salary information - Staffing
- Appraisal and Awards information- HRD
- Personnel or Benefits- ERS
- Appointment information - Staffing
- Personnel Actions – is where you go to view/print SF50s

### **Update My Info allows you to update the following 5 areas**

- Email addresses
- Handicap Code
- Foreign language proficiency
- US Fed Ethnicity and Race Category
- Emergency Contact numbers

## **Information Systems**

### **POC's**

CMSgt Nancy Kaldenberg  
(515) 252-4605

TSgt Stephanie Minarich  
(515) 252-4682

### **Information Systems Duties**

- DCPDS
- MY BIZ
- MY WORKPLACE
- Manages database quality control program



### **MyBiz -**

**Technician Employees**

### **MyWorkplace-**

**All Supervisors**

\*If you have any questions regarding access to My Biz/ My Workplace please give us a call!

**State Equal Employment  
Manager (SEEM) POC**

Margaret Seals  
(515) 252-4539



**SEEM Duties**

- Employee Assistance Program
- Equal Employment Opportunity
- Special Emphasis & Outreach Programs
- Equal Opportunity

**Air Force One Source:**

1-800-707-5784

**Army One Source:**

1-800-464-8107

**Military One Source:**

1-800-342-9647

**Employee Assistance Program (EAP)**

**What is it?** EAP is a confidential referral service that provides resources to Employees and Families experiencing difficulties.

**Who can use it?** Any Employee, Commander, Director, Supervisor or Family member

**What Types of Services are available?**

Alcohol and other drug/substance abuse counseling, treatment and rehabilitation services

Marriage, Individual and /or Family Counseling

Children-in-Crisis Counseling / Intervention Services

Financial Counseling / Planning Services

Physical and/or Mental Health Counseling

Emotional Stress/Duress Counseling

Death and Dying related Services

Interpersonal and/or Workplace Conflict

Eating Disorders Counseling / Treatment

Gambling related Counseling / Treatment Services

Adult Day Care Services

And many other services

**How does it work?**

**Employee Initiated** – An employee recognizes that they and/or a family member are having personal difficulties that need to be addressed. That employee does not want these personal issues to negatively impact their job performance, and they request assistance through their supervisor or by contacting Ms. Seals directly.

**Supervisor Initiated** – A supervisor has observed conduct changes in an employee and/or the employee has begun to experience performance deficiencies. It may appear that the employee is experiencing personal circumstances or difficulties of some nature that are negatively affecting job performance, and the supervisor advises the employee that EAP is available.

**All Military Personnel-**



Regardless of whether or not you have deployed, you can receive assistance by contacting one of the 800 numbers listed for your branch of service and you will be referred to a resource in your local area.

\*These services are available to members and their families at no initial cost. The process works similar to a Contracted program. The first six sessions (per issue) are at no cost. A review of your case is conducted at the end of that time and recommendations made if further sessions are required.

\*This system also provides a wide range of support and services. Please call the SEEM office for additional information or feel free to take advantage of the resources on your own.

## **Special Emphasis and Outreach Programs**

May is identified as Asian Pacific American Heritage Month and is the next upcoming designated Observance IAW DoD guidelines.

A bit of History - As the result of a joint congressional resolution in 1978 and an expanded resolution in 1992, May was chosen because it coincides with significant anniversaries surrounding Asian Americans; the arrival into the U.S of the first Japanese immigrants in May 1843, and the completion of the transcontinental railroad, May 1869.

It is estimated that 13.1 million Americans identify themselves as Asian and considered one of the fastest growing ethnic groups in America. Current census data indicates that California is home to the largest number of Asian Americans with Hawaii as home to the largest number of native Hawaiians and other Pacific Islanders. Department of Defense (DoD) data indicates that 351,000 Asian, Hawaiian, Pacific Americans serve in the Armed Services. 1.1% of individuals serving in JFHQ-Iowa identify themselves as Asian American.

Take time throughout the month of May to learn about and/or participate in activities within your community that celebrate this group of Americans. An event is being planned in the Des Moines area, look for more details.

\*The calendar of Observances for the remainder of the year is listed to the right, look for future information concerning events/activities in recognition of these dates as well.

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## **Equal Employment Opportunity (EEO)**

**If you are currently serving as an EEO Counselor, please contact the SEEM. Training is being developed to meet your continuing education requirements and the SEEM needs to hear from you. Please contact the SEEM immediately!**

The Technician EEO Affirmative Employment multiyear plan has been completed and submitted! Thanks to everyone that provided input or helped in any way on that project. National Guard Bureau (NGB) and Equal Employment Opportunity Commission (EEOC) will each review our plan and provide feedback sometime in the near future.

As you will recall the Plan outlines leadership responsibilities, training requirements, and special emphasis and outreach initiatives, as well as recruiting and retention activities as it relates to the Iowa Guard and compliance in equal employment. Once feedback is received, it will be posted.



### **Calendar of Observances**

#### **Month of May**

Asian/Pacific Islander Heritage

#### **26 August**

Women's Equality Day  
(Anniversary of 19th Amendment Ratification)

#### **15 Sep - 15 Oct**

National Hispanic/Latino Heritage

#### **Month of November**

National Native American Indian Heritage







**State Equal Employment  
Manager (SEEM) POC**

Margaret Seals  
(515) 252-4539



## **Air National Guard– Equal Opportunity (ANG-EO)**

Thanks to the ANG-EO staff for all your work on your ANG (Military) Annual Affirmative Action Reports. NGB-EO-CR will review each report and provide feedback so please look for that information sometime in the near future. If you have not already done so please forward a copy of your Report to the SEEM office. Thanks for all your work!

- During December 2008 UTA the SEEM conducted ANG EO training for members at the 132<sup>nd</sup> FW. Multiple sessions were scheduled from Friday through Sunday, Airmen throughout the Wing participated, and it was a successful training event. The SEEM continues to collaborate with Capt Cline in the ANG-EO office and looks forward to many more opportunities to work together in the future.
- The SEEM is in the process of planning Site Visits to the 185<sup>th</sup> ARW and the 133<sup>rd</sup> TS. Look for more information to come.
- A reminder to the ANG-EO staff that training materials are available to assist you in conducting Newcomer's Orientation and Human Relations Education. DVDs, CDs, and PowerPoint lesson plans are all available for use. Please contact the SEEM for details.

## **Army National Guard-Equal Opportunity (ARNG-EO)**

JFHQ-IA Human Relations Equal Opportunity (HR/EO) staff welcomes:

- LTC Rick Ely, JFHQ HR/EO; MSG Jennifer Hirakawa, EO NCO; SFC Chris White, 2<sup>nd</sup> BCT EOA; SFC Anika Gaar, 734<sup>th</sup> RSG EOA; and SFC Earl Gerdeman, 671 TC EOA. Welcome Aboard! LTC Ely, MSG Hirakawa and SFC White have all completed the Defense Equal Opportunity Management Institute (DEOMI) course; SFC Gaar and SFC Gerdeman are in the process of completing the school. We look forward to the contributions these Soldiers will make in the EO arena.
- The HR/EO section is in the process of developing a new method for training Unit Equal Opportunity Leaders (EOLs). Historically, EOLs were identified by their commanders and sent to Camp Dodge once a year to receive EOL certification training. Although unit commanders will continue to identify Soldiers to serve as EOLs, soon the certification training will be conducted at the RTI. Look for more information to be published soon, or contact your MSC EOA for details.
- ARNG Commanders are reminded to ensure that their annual EO Training requirements are met. With assistance by the EOLs, an hour of Sexual Harassment Prevention, 1 hour of EO Program training, and an hour of any other EO related topic you choose is required. Training materials, DVDs, CDs and PowerPoint lesson plans are available, please contact the SEEM for details.

### **Other Information**

\*A reminder to **all equal employment personnel**, the Annual NGB-EO-CR sponsored training conference has been postponed. It is anticipated that the training will be conducted later this calendar year. Information will be distributed as soon as it is available.

# *Human Resources Office Directory*

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## **Human Resources Officer**

COL Michael Staebler - 252-4279

CW3 Jeff Craven - 252-4048

## **Technician Deputy Human Resources Officer**

Lt Col Candace Imming - 252-4680

SSgt Jessica Srigley - 252-4913

SPC Stephanie Gelbowitz - 252-4914

## **Classification Section**

Marcia Eggers - 252-4371

Becky Young - 252-4677

## **Staffing Section**

Linda Neideen - 252-4644

2LT Stacey Lampe - 252-4452

MSgt Deb Donald - 252-4665

## **Development/Performance Section (HRD)**

Cindy Ludemann - 252-4453

SSgt Patty Escobar - 252-4331

## **Information Systems**

CMSgt Nancy Kaldenberg - 252-4605

TSgt Stephanie Minarich - 252-4682

## **Sexual Assault Prevention & Response**

Cathy Luther - 252-4405

## **Employee Relations Section (ERS)**

CMSgt Angie Vos - 252-4455

SSG Sherry Meyer - 252-4681

SGT Shelly Givan - 252-4289

Rebecca Case - 252-4456

## **Active Guard/Reserve (AGR)**

LTC Rickey Ely - 252-4454

SGM Bonnie Schott - 252-4678

SFC Keith Lord - 252-4276

SFC Melissa Brumley - 252-4188

SSG Eliasia Deojay - 252-4679

SSG Brandon Laubscher - 252-4751

## **Active Duty Operational Support (ADOS)**

CW5 Danny Rude - 252-4514

## **Diversity/EO**

W01 Connie Williams - 252-4358

MSG Jennifer Hirakawa - 252-4616

## **Labor Relations**

Capt C.J. Kulish - 252-4270

SGT Michael Dolsen - 252-4915

## **Equal Employment**

Margaret Seals - 252-4539

## **State Employment Branch**

Cheryl Munson - 252-4689

Ralph Smith - 334-2781

## **HRO Fax** - 252-4604

## **Base Remote POC's**

132nd FW HRO: MSgt Gayle Onstot - 256-8502

133rd TS HRO: MSgt Jeff Holloway DSN 279-3242

185th ARW HRO: MSgt Michelle Mast or

SSgt Michelle Greve DSN 585-0726

Newsletter updates, suggestions, & comments contact:

SSgt Jessica Srigley - [jessica.srigley@us.army.mil](mailto:jessica.srigley@us.army.mil)

SPC Stephanie Gelbowitz - [stephanie.gelbowitz@us.army.mil](mailto:stephanie.gelbowitz@us.army.mil)

